

## Steps to become a Volunteer in Corrections

- ❑ Fill out a Volunteer/Intern Application form from the Department of Corrections. In the section that asks why you are interested in becoming a volunteer please answer by providing information on a specific service that you can provide, not a generality such as “helping people”. Please specify which Institution or Parole Office you are applying to. Forms are available on the Internet at: [www.doc.mo.gov/division/hservice/intern.htm](http://www.doc.mo.gov/division/hservice/intern.htm)
- ❑ Please include **two** letters of reference with the Application. One needs to be from a community leader and one from a personnel reference. Applications received without the reference letters will delay the process.
- ❑ The Application and the two reference letters should be sent to the IAC office at the institution where you want to become a VIC. The Institution Activity Coordinator will review the Application, conduct a **background check**, contact you for an interview and at that time you will complete a **Drug Screening**.
- ❑ Following your interview, if approved, you will be placed on the schedule to attend the one day Volunteer Orientation at one of the Departments Training Academy facilities located at Jefferson City, St. Joseph and Park Hills. No one will be admitted to the training unless they have been placed on the training schedule by the IAC.
- ❑ After successfully completing the Training you will be issued a Staff VIC card and forms to receive a **T.B. screening**. The IAC that will also provide you an orientation to your facility. You will be expected to provide regular services during the year as scheduled and to remain compliant with annual TB testing and 6 hours per year in-service training requirements.
- ❑ **WELCOME to being a Volunteer in Corrections.** We appreciate your help and look forward to working together to provide the many services and skills needed by the men and women trusted to our care.
- ❑ **Questions about this process or any other question about volunteering can be directed to:** Gordon Howard, 2729 Plaza Dr., Jefferson City, 65102 or call 573-526-6491  
E-mail: [Gordon.Howard@doc.mo.gov](mailto:Gordon.Howard@doc.mo.gov)